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# NASA Procedural Requirements

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## Subject: Aircraft Operations Management w/Interim Revision to Chapter 3

**Responsible Office: Aircraft Management Division**

[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |  
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [ALL](#) |

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## CHAPTER 1: Aircraft Operations, General

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### 1.1. Operations Guidelines

1.1.1. NASA will maintain a reasonable number of aircraft to meet its Research, Development, Test and Evaluation (RDT&E), and operational aeronautics mission requirements. Where practical, it will seek the use of aircraft that can support multiple mission requirements.

1.1.2. NASA will use its aircraft resources in an effective and efficient manner to conduct and support missions, approved/planned programs, and approved/planned projects.

1.1.3. NASA Center Directors and Enterprise Associate Administrators will continually reevaluate the requirements, use, and where appropriate, the operating cost of assigned NASA-controlled aircraft.

1.1.4. NASA will maintain the highest level of airworthiness and aircraft operating standards. Only qualified and designated personnel will pilot NASA-controlled aircraft. When acquiring used aircraft, NASA will only accept aircraft that are in good material condition, supported by a well-documented configuration control history, and accurate aircraft logs and records. Aircraft must be free of unacceptable flying qualities, unless those flying qualities are the reason for the acquisition.

1.1.5. NASA-controlled aircraft are subject to Federal Aviation Regulations with respect to the use of airspace, the control of air traffic, and aircraft registration. Aircraft on loan from the Armed Forces are not subject to civil registration. NASA-controlled aircraft must secure diplomatic clearance approval prior to entry into the airspace of a foreign country.

### 1.2. Assignment of Authority and Responsibility

1.2.1. The Assistant Administrator for Institutional and Corporate Management will designate aircraft classifications and assign aircraft to the appropriate Center. Assignments will be coordinated by the appropriate Enterprise Associate Administrators and Center Directors.

1.2.2. Enterprise Associate Administrators are responsible for the following:

1.2.2.1. Early coordination with the Office of Institutional and Corporate Management in establishing program or project plans involving the requirement for, acquisition of, assignment of, and/or operation of an aircraft.

1.2.2.2. Compliance with OMB Circular A-76 as it applies to the acquisition of aircraft, and the coordination of documentation requirements related thereto with the Associate Administrator for Management Systems and Facilities.

1.2.2.3. Continually reviewing current aircraft mission and program requirements, use, and associated costs.

1.2.2.4. Ensuring the effective management of aircraft programs and operations at their respective Centers.

1.2.3. Center Directors are responsible for the following:

1.2.3.1. Approving aircraft charters or leases for periods of 30 days or less with 7 days prior notice to the Aircraft Management Office within the Office of Institutional and Corporate Management.

1.2.3.2. Providing authorization for personnel to operate or to fly in NASA aircraft under their control.

1.2.3.3. Coordinating with the Office of Institutional and Corporate Management in establishing program or project plans involving the requirement, assignment, and operation of aircraft.

1.2.3.4. Continually reviewing current aircraft program requirements, use, and associated costs.

Ensuring the effective management of program support and mission management aircraft operations, as applicable, at each respective Center.

Ensuring compliance with 41 CFR 101-37 and Office of Management and Budget (OMB) Circular A-126.

Supporting Intercenter Aircraft Operations Panel (IAOP) reviews with manpower and travel, as required.

Providing overall responsibility for the airworthiness and flight safety of assigned aircraft.

1.2.4. The IAOP is responsible for the following:

1.2.4.1. Advise the Associate Administrator for Management Systems and Facilities regarding operational and management policy for NASA aircraft.

1.2.4.2. Conduct periodic meetings to review with and advise the Aircraft Management Team concerning uniform policies and procedures related to aircraft operational matters affecting all Centers and to make recommendations to the Aircraft Management Team regarding policies, procedures, and guidelines that may be applicable to all Centers.

1.2.4.3. Utilize other personnel, as appropriate, from other Governmental agencies, Centers, NASA Headquarters, and/or industry to advise and to make recommendations to the IAOP concerning the effectiveness of NASA aircraft operations.

1.2.4.4. Conduct reviews of a special nature at the request of the Associate Administrator for Management Systems and Facilities and periodic reviews of all aspects of aircraft operations at NASA Centers, including compliance with applicable Federal regulations and Headquarters and Center policies, procedures, and guidelines.

1.2.4.5. Coordinate findings and recommendations of IAOP reviews dealing with institutional management issues with the appropriate institutional Associate Administrator.

1.2.5. The Lead, Aircraft Management Team, is responsible for the following:

1.2.5.1. Coordinate the formulation of Agencywide policies, procedures, and guidelines concerning aircraft operation and ensure their effective and efficient communication to Centers and appropriate Headquarters offices.

1.2.5.2. Advise and assist the , Enterprise Associate Administrators, and Center Directors concerning the acquisition/disposition process.

1.2.5.3. Advise the Associate Administrator for Management Systems and Facilities regarding the establishment of policy guidelines for the use of NASA aircraft.

1.2.5.4. Maintain liaison with other Government agencies and the private sector on matters pertaining to aircraft operations, maintenance, and management practices that are common to all Centers.

1.2.5.5. Maintain a current inventory listing of all NASA-controlled aircraft with their respective assignments and a roster of assigned pilots.

1.2.5.6. Provide coordination and other assistance in the planning and implementation of IAOP intercenter teams as they review and evaluate the adequacy of Center organizations, facilities, and procedures for aircraft operations.

1.2.5.7. Provide intercenter and interagency coordination for logistics support to Centers, as necessary.

1.2.5.8. Provide Headquarters personnel authorized to perform official flight duties, as necessary.

1.2.5.9. Collect, collate, and forward the data inputs provided by Center reports (e.g., FAMIS) to other federal agencies.

### **1.3. Acquisition and Disposition of Aircraft**

1.3.1. General Guideline. Acquisition of additional aircraft to meet Agency requirements will be conducted in accordance with established Federal agency acquisition guidelines, including OMB Circular A-76, and initiated only after the following alternatives have been considered in the order stated and after coordination with the Aircraft Management Team: (1) use of available NASA aircraft resources; (2) use of public aircraft owned by other Government agencies through loan or transfer; (3) charter or lease of civil aircraft.

1.3.2. The Associate Administrator for Management Systems and Facilities will have the approval authority for aircraft acquisition requests that have been properly coordinated with appropriate Enterprise Associate Administrators, the Office of the General Counsel, the Office of the Chief Financial Officer (CFO)/ Comptroller, the Office of Legislative Affairs, and the Office of External Relations (if Department of Defense [DoD] related). The Assistant Administrator for Institutional and Corporate Management is also responsible for long-term aircraft leases.

1.3.3. The Enterprise Associate Administrators will establish the need for and funding level of each aircraft assigned to support their programs and will continually review current aircraft requirements and associated costs. When a prospective new aircraft is not intended to be used to conduct Research and Development (R&D), the Enterprise Associate Administrators should ensure that the provisions of Office of Management and Budget (OMB) Circular A-76 are complied with prior to acquiring the aircraft to ensure that the services, which will be provided by the prospective new aircraft, cannot be more cost effectively obtained from and operated by the private sector. Enterprise Associate Administrators are responsible for the assignment of research and support aircraft among the Centers under their jurisdiction and will keep the Assistant Administrator for Institutional and Corporate Management informed as those reassignments occur.

1.3.4. The Office of External Relations will provide the interface between NASA and elements of the DoD, as necessary, for the effective coordination of matters common to all Centers relating to the acquisition of aircraft, spares, and equipment from DoD or to aircraft used in support of joint programs between NASA and DoD. Assistance will be provided to specific Centers on specific problems, as necessary, and when requested by the Centers.

1.3.5. The Aircraft Management Team will assist the Assistant Administrator for Institutional and Corporate Management in developing Agencywide policies governing the acquisition and disposition of NASA-controlled aircraft. The Aircraft Management Team is responsible for the advocacy for and assignment of NASA Mission Management Aircraft, and will assist Centers with acquisition and disposition of all aircraft when requested.

1.3.6. Center Directors are responsible for the technical assessment, cost evaluation, acquisition, use, and disposition of all aircraft under their control. In addition, they are responsible for the acquisition of aircraft used solely as wind tunnel or other nonflyable test models. Center Directors are responsible for submitting to, and coordinating with, the Assistant Administrator for Institutional and Corporate Management all aircraft acquisition and disposition proposals through the appropriate Enterprise Associate Administrators and for meeting aircraft data reporting requirements specified by NASA directives and other Federal regulations, such as those outlined in paragraph 1.3.7.3.

#### 1.3.7. Aircraft and Aircraft Material Acquisition Procedures

1.3.7.1. Aircraft whose intended use is for purposes other than for "parts aircraft" are subject to the aircraft acquisition process in accordance with all applicable Federal regulations.

1.3.7.2. Aircraft whose intended use upon acquisition are to be solely for "parts aircraft" may be obtained at the discretion of the Center Director.

1.3.7.3. When acquired, all aircraft, including those obtained solely for spare parts, must be entered into each respective Center's property inventory in a manner acceptable to that Center's property management personnel and in accordance with NPR 4200.1, Equipment Management Manual. All aircraft are required to be entered into the Federal Aviation Management Information System (FAMIS) and the NASA Equipment Management System (NEMS). All aircraft, excluding parts aircraft, are required to be registered with the Federal Aviation Administration (FAA).

1.3.7.4. Aircraft material, such as spare parts, must be acquired, managed, and controlled according to NPR 4100.x, NASA Materials Inventory Management Manual.

1.3.7.5. Cannibalization of aircraft will be accomplished and recorded in accordance with approved NASA, DoD, or FAA aircraft maintenance procedures.

#### 1.3.8. Aircraft Disposition.

1.3.8.1. A NASA-controlled aircraft will be disposed of when it is excess to the current and anticipated needs of the Agency. Disposal of NASA-owned aircraft will be in accordance with Federal Property Management Regulations and the applicable portions of NPR 4300.x, NASA Personal Property Disposal Procedures and Guidelines, unless otherwise specifically authorized. The applicable portions of aircraft disposition will be coordinated with the Aircraft Management Team before disposition action is taken.

1.3.8.2. When an aircraft which has an FAA Certificate of Airworthiness is removed from the inventory, the Certificate will be removed from the aircraft and mailed to the FAA.

1.3.8.3. When an aircraft is removed from the inventory which is not capable of obtaining an FAA Certificate of Airworthiness, or is deemed by the Center flight operations office to be unsafe for civil use, the manufacturer's placard will be removed. Every effort will be made, including destruction of the aircraft, to ensure that aircraft parts

which are not FAA-certified are kept out of circulation.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) |  
[Chapter7](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) |  
[AppendixF](#) | [ALL](#) |

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